

SECTION 13.0 UTILITIES

13.1 Overview

The Utility menu allows external users access to Maintain Your Account, View Your Transaction Log, perform limited Legal Research, Verify a Document, and also has a link to the Mailings menu. Court users have expanded menus which include case editing menus.

13.2 Your Account

(a) Maintain Your Account

Users will have access through this link to update their addresses, including e-mail addresses, and notification preferences.

1. Setup E-Mail

In CM/ECF, notification will be done entirely by electronic mail. Whenever a filing is performed in a case, notification of that filing will be E-mailed to all attorney participants, the filer, and the court. An attorney is responsible for configuring and maintaining their automatic E-mail notification upon receiving their live CM/ECF database login and password. To configure Automatic E-Mail Notification choose "Maintain Your Account" from the "Utilities" menu.

2. Maintain User Account

This screen provides access to Name, Office, Address, telephone, fax and bar status fields. Users will **not** be able to modify the Type, or the bar status fields. If the name fields are modified, the new values will be recorded for ALL cases to which the user is linked. Modifications of other items will be recorded ONLY for cases selected on the next screen.

3. E-Mail information

To update and maintain e-mail information, select the "*E-mail information*" button on the Maintain User Account screen.

c Primary e-mail address

Registered users will see their e-mail address in this window.

c Send the notices specified below

The system defaults to notices sent to the primary e-mail address. The attorney may specify additional addresses in the second window and elect to have the notices go to either the primary or secondary addresses or to both. An attorney may want to "uncheck" the primary box and check the secondary box when he is out of the office for an extended period.

SECTION 13.0 UTILITIES

c Send a notice for each filing

The system also defaults to sending notices to an attorney in every case in which he is involved. An attorney may also specify additional cases for notification.

c Send a Daily Summary Report in my cases and the other cases listed above

The user must elect either a notice for each filing or a summary notice. The text of the Summary e-mail notification will display the docket event and the document number (including the hyperlink). **NOTE: This feature is inoperative in the current software version of CM/ECF but will be available in Version 1 of the national software release.**

c More User Information

This screen permits the user to modify the court generated login and password identification. Passwords will be limited to 8 characters.

(b) View Your Transaction Log

This feature allows users to generate a report showing the user's activity in the system within specified date range.